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ADMIN. PLANS AND FISCAL ANNEXES
QUESTIONS FOR DISCUSSION WITH ADMIN. OFFICERS

- 25X1C
1. How do you determine if Admin. Plans or Fiscal Annexes are serving the purpose intended? How do you follow-up on compliance? Periodic reviews? Discussions with Case Officers? Systematic review of reports? How do you determine when an amendment is necessary?
 2. Do you solicit and get recommendations from the field re items for inclusion in Admin. Plans and Fiscal Annexes?
 3. A basic point which should be observed in writing Plans or Annexes is to insure that there is a clear and definitive statement of the relationships

 4. Do you utilize Fiscal Annexes in connection with operational loans? Are operational loans in lieu of operational gifts encouraged?
 5. What do you think of the idea of using appendices or tabs to Admin. Plans (on large projects) for general informational material or detailed guidance material, in order to cut down on the size of Admin. Plans, and possibly facilitate the amendment of a part of a Plan without the necessity of amending the whole, which sometimes involves coordination with non-interested parties?
 6. Many Fiscal Annexes provide for the maintenance of Memorandum Accounts at field stations and the "write-off" of such accounts upon the fulfillment of some condition or at the discretion of a Station Chief. What check is made to see that the account is established and that the conditions are met?
 7. How do you get the information you need for preparation of Plans and Annexes (access to project plans and related data) without appearing to intrude unnecessarily into operational matters?
 8. How do you determine, in the case of a "Direct" project as opposed to a subsidy or proprietary project, whether or not an Admin. Plan or Fiscal Annex should be made? What are the key characteristics which make it desirable to have a Plan or Annex on a "Direct" project?
 9. Do you follow the practice of checking with the various staff or support representatives (FI-PP-Commercial-Legal-Comptroller-Logistics) on doubtful or complex aspects of a Plan in the early formative stages, so that problems can be settled informally?
 10. What is being done to eliminate excess verbage and non-pertinent material from Admin. Plans, in order to make them clearer and shorter?
 11. Should Fiscal Annexes be prepared on more FI Projects?
 12. To what extent should the provisions of Staff and Contract Agent contracts be written into Admin. Plans or Fiscal Annexes? (i.e. taxes, expenses, autos, etc.)

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